

LEC Telecommunications Annual Report System

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Uninstalling Last Year's Annual Report System

- **WARNING: Before starting the Uninstall process make sure the .MDB export file(s) is in a safe location. This file contains last year's annual report data, which may be imported into the current year's program to populate the first of year and last year cells as well as other schedule data.**
- Once the current year's program is installed users should import all applicable last year's reports. The import option in the current year's program is found under the Admin Menu, Import Data to New Database.

To uninstall last year's program:

- Make sure that no other applications are running.
- Click the Start button on the taskbar. Go to Settings, Control Panel.
- Double click the Add/Remove Programs Icon.
- Scroll down the list of programs, until "LEC Telecommunications Annual Report System VX.XX" (with X.XX representing the version number for the last year's program) is visible.
- Click on this entry ("LEC Telecommunications Annual Report System VX.XX").
- Click the Add/Remove button.
- Click Yes, when asked to confirm the removal of this program.

System Requirements

Before proceeding with the installation, please make sure the computer on which this system is being installed meets the system requirements.

Installing the Program

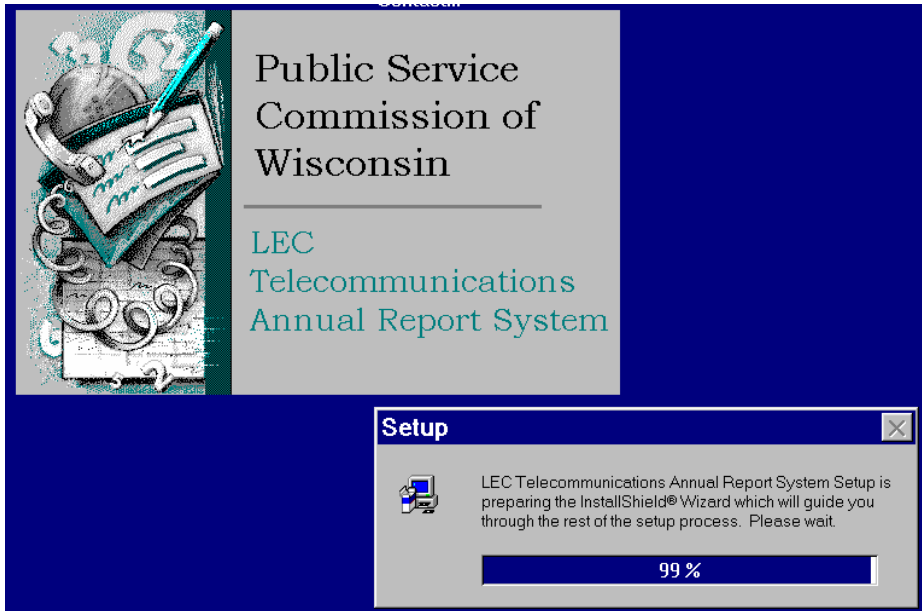
Because the program and database files have been compressed and the setup program includes system configuration changes, simply copying the files to your hard drive will not produce a proper installation. Therefore, the Annual Report System must be installed by running the install/setup program.

The Setup program updates your system registry and installs the following components, all of which are necessary for the application to run properly:

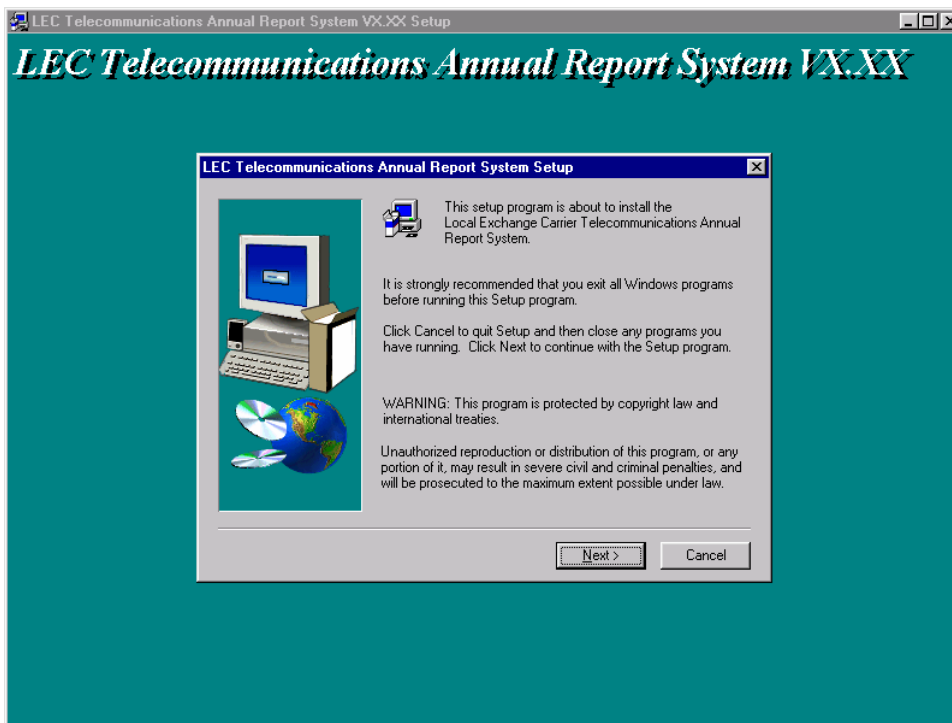
- Application file (telears.exe)
- Supporting files: PDBs (distribution files) and DLLs (dynamic link libraries)
- Database files (tele_ars.mdb, tele_exp.mdb, tele_unf.mdb)
- Help files
- Uninstall program

Installation Instructions

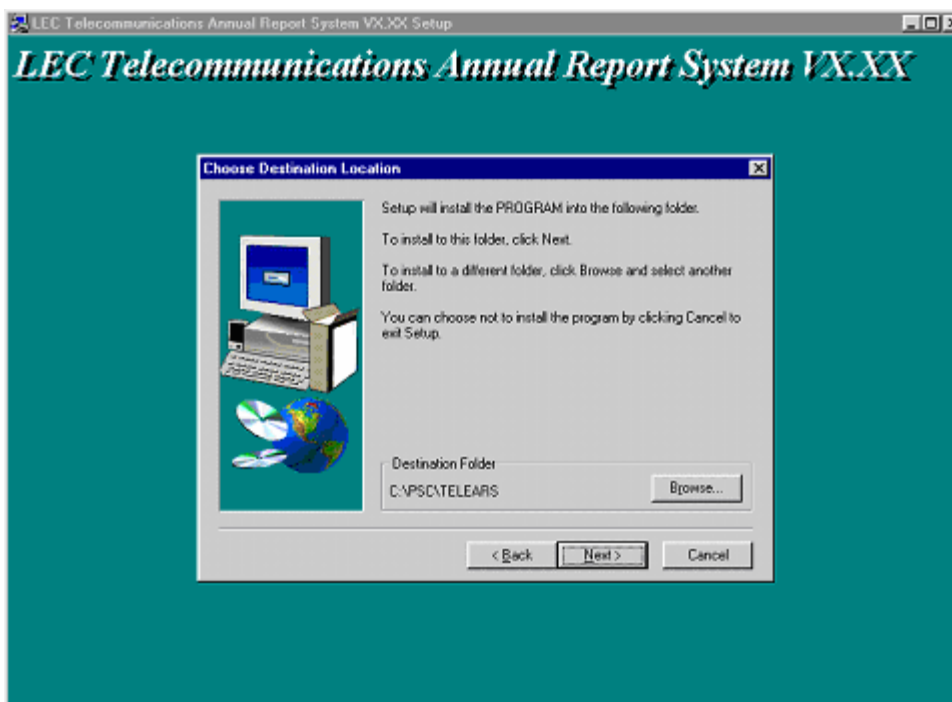
1. Download the Installation File (TARS10.EXE) from the Public Service Commission Web site (<http://psc.wi.gov>) to C:\PSC_INST\TELEARS.
2. Exit any programs that are running.
3. Click the Start menu and select Run.
4. Type C:\PSC_INST\TELEARS\TARS10.EXE.
5. Click OK.
This will uncompress and launch the current year's installation program.
6. A splash screen will appear for a few seconds while the Setup program is preparing to install the program.



7. When the Welcome screen appears (as shown below), click the Next button to continue.



8. The PROGRAM Destination Location window will appear asking for the directory where the program executable and supporting files will be installed. Users may accept the default location or use the browse button to select an alternative location.



9. Click the Next button to continue.

10. The DATABASE Destination Location window will appear asking for the directory where the database files will be installed. The default location is C:\PSC\TARS_V2003\DATA. If you would like to place the database files on a network, use the Browse button to select an alternative location.

CAUTION: If you are installing the program on multiple computers and the database files are being installed to a network location for sharing purposes, it is essential that the program be installed on ALL the computers before any data is entered because the program overwrites all the database files every time it is installed.



11. Click the Next button to continue.
12. When the program begins installing a new screen will appear with a progress meter. As each file is installed, the progress meter shows the file name and the directory where the file is being copied. The progress meter also shows the percent complete of the installation program.
13. When the program has finished installing the Setup Complete window will appear. Click the finish button.

Starting the Program

- o Double click the "LEC TELE ARS 10.00" icon on the Desktop.
- OR
- o Click the Start button on your taskbar. Go to Programs, LEC TELE ARS 10.00.

Importing Data to the New Database & Creating a New Report

NOTE: The import process should be run before any new reports are created. Any reports created before the import process is run will not contain First of Year or Prior Year Values.

Import Data to New Database

Before starting this process, write down the location of the previous year's export file containing the annual report data for a given utility. Note: There should be one file for each annual report that will be imported.

NOTE: Consulting Firms and large Telecommunications Companies read on. If multiple computers were used to prepare reports and if it is desirable to combine all the data into a single database, gather the export files from all the computers and repeat this process for each file. Each time the process is run it will add/append the new data to the existing information. If there are any questions or problems please contact technical support.

Step By Step Instructions:

1. Click on Admin, Import Data to New Database.
2. When the Import Annual Report Data window appears, click the Select File & Import Data button.
The Bulk Import option may be used to import multiple .MDB files by clicking on the Bulk Import button and specifying the folder containing the .MDB files.
3. When the Select a file for Import window appears,
 - o Find/Specify the location of last's year export file.
 - o Click OPEN, to import the data.
4. The Import Annual Report Data window will become visible.
 - o As the records are being moved, the Records Read, Records Written and Errors boxes will display the record information.
 - o When the transfer is finished, the transfer log text will appear in the Log: box. If the Log text indicates any errors during the transfer (other than associated with company interest or stockholder in the Identification and Ownership schedule) OR if the Errors box has a number greater than zero (other than associated with company interest or stockholder), contact Technical Support.
 - o If there were no errors, click the Select File & Import Data button to import the next annual report OR Click the Exit button to end the import process.

Creating a New Report

1. On the Main-Report Selection screen, click the New button.
2. Specify the Utility Id & Name, Year, Reporting Class, and "File Confidential Data as" information.
3. Click OK, to create the new annual report.
When the report is created, if the previous year's annual report data exists, the First of Year and Prior Year values will be filled in. Also, certain schedules like: Central Office Data – End of Year and Affiliated Interest Transactions will be populated with last year's data.